

## Install and train speech recognition

This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office.



Speech recognition is installed in all Office programs by initially using the feature in Microsoft Word, or by doing a custom installation.

After speech recognition is installed, you can increase speech recognition accuracy by taking a few minutes to train the computer to recognize how you speak by reading aloud prepared training text.



### ▼ Install and train speech recognition through Word

1. Open Word.
2. On the **Tools** menu, click **Speech**.  
You're asked if you want to install the feature. Click **Yes**.
3. After the installation is complete, click **Next** to train speech recognition.  
Training begins with help in adjusting your microphone.

### Notes

- After speech recognition is installed, it is available on the **Tools** menu in all Office programs.
- If you do not train after you install speech recognition, you can train by clicking **Speech Tools**  on the **Language** bar, and then clicking **Training**.
- You can get help adjusting your microphone by clicking **Speech Tools**  on the **Language** bar, clicking **Options**, and then clicking **Configure Microphone**.



### ▼ Install and train by doing a custom installation

1. On the Microsoft Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Click **Change or Remove Programs**, select **Microsoft Office XP**, and then click **Change**.
4. Click **Add or Remove Features**, and then click **Next**.
5. Under **Features to install**, next to **Office Shared Features**, click .
6. Next to **Alternative User Input**, click , click **Speech**, and then select the type of installation you want.
7. Click **Update**.

Follow these steps to train speech recognition the first time you use speech in an Office program.


1. In most Office programs, click **Speech** on the **Tools** menu.  
**Note** In Microsoft Excel, point to **Speech** on the **Tools** menu, and then click **Speech Recognition**.
2. To train speech recognition, click **Next**.  
Training begins with help in adjusting your microphone.

### Notes

- After speech recognition is installed, it is available on the **Tools** menu in all Office programs.
- If you do not train at this point, you can train by clicking **Speech Tools**  on the **Language** bar, and then clicking **Training**.
- You can get help adjusting your microphone by clicking **Speech Tools**  on the **Language** bar, clicking **Options**, and then clicking **Configure Microphone**.

### ▼ Increase recognition accuracy with additional training

At any time, you can select another training text to read aloud. Training for a total of about 15 minutes is all you need to do to increase speech recognition accuracy. Training beyond that will not increase accuracy.

1. On the **Language** bar, click **Speech Tools** , and then click **Training**.
2. Follow the instructions in the speech training wizard.